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Weekly Report for Week Ending 9 September 1959  
from  
Records Disposition Branch

1. Contributions

None

2. Assignments - Active

a. Shelf Filing (Duffey)

- (1) OP/Records and Services/Test Installation
- (2) OO/Contact Division [redacted]
- (3) Office of Security/Building 13
- (4) OCR/IR/FE/NEA
- (5) OTR/Assessment and Evaluation Staff
- (6) OTR/Operations School/Headquarters Training

25X1

No change in above assignments since previous report.

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- ✓ [redacted] surveyed secure area and received approval from Physical Security for installation of sufficient shelving to house present holdings and allow for expansion. This installation will release nine four drawer file cabinets.
- (8) Office of Communications/TTT Staff  
Type of shelving has been selected and secure area has been approved by Physical Security.
- (9) EE/DDP  
At the request of the ARO provided them with the necessary information for ordering additional shelving.

b. Filing Systems

- (1) Installation of Shelf Filing System in FBIS Editorial Branches.  
Vendor sent followup to factory checking on delayed guides.  
Guides shipped by parcel post Tuesday 6 September.

25X1

- (2) Medical Staff [redacted]  
No change
- (3) Clerical Recruitment Branch/OP [redacted]  
Project suspended while Analyst is on leave.

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- (4) SR/DD/P [redacted]

25X1

- (5) Watch Office [redacted]

No change from previous report.

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c. Records Control Schedules

(1) Executive Registry [redacted]

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(2) FI Staff

(3) New Building Site

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ILLEGIB

Drafts of Records Schedules discussed with Division Chiefs.  
Two schedules complete and ready for final review [redacted]

d. Special Projects

(1) DD/P Support Records [redacted]

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No change from previous report.

(2) Predecessor Agency Records [redacted]

25X1

(3) Entrance-on-duty and Refresher Training in Filing [redacted]

25X1

(4) Revision of Notices on Filing Equipment and Supplies [redacted]

25X1

(5) Booklet on Records Center and Revised Form 490 [redacted]

25X1

Projects 2-5 suspended while Analysts are on leave.

e. Vital Materials

(1) Arrangements are being made with ARO for the filming of some OTR vital Materials.

f. Microfilming

(1) OCR/GR project continues.

3. News

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a. [redacted] returned from leave and completion of Indoctrination Seminar on RCA-501 Computer.

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[redacted] are still on leave and will return next week.

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Weekly Report for Week Ending 9 September 1959  
from  
Forms Management Branch

1. Contributionsa. Tangible

- (1) Completed 12 actions requiring the printing of 62,250 copies or sets of blank forms.
- (2) Two revised forms approved.
- (3) In the 28 July 1959 FMB report we told of investigating the quality of the Information Report Form sets used by the  project. All facts are now available. We purged the system of some 4000 faulty sets. Based on the OPI estimate of 50% retypes of the faulty sets - we estimate our action precluded need for retyping of some 2000 masters. In addition the manufacturer of the forms has agreed to reimburse the Agency over \$700 for the faulty sets.

25X1

b. Intangible

- (1) Evaluated 2 employees suggestions.

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2. Assignmentsa. Active(1) Forms Analysis Projects

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ANALYST	NEW	REVISED	TOTAL
<span style="border: 1px solid black; display: inline-block; width: 140px; height: 70px; vertical-align: middle;"></span>	6	3	9
	1	1	2
	1	1	2
		3	3
	1	3	4
Totals	9	11	20

(2) Employee Suggestions

25X1

ANALYST	PENDING
<span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>	1

(3) Teletype Dissemination Information Reports and Systems 

25X1

(4) Revision of Dispatch Forms 

25X1

(5) Improved Management of Stocked Forms 

25X1

(6) Uniform Information Report 

25X1

Air Force and Navy ~~named new members~~ of the ~~USIB~~ Working

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Group studying the common format problem. They are:  
 Air Force - Major Martin Stuk; Navy - Lt. Cmdr. Clement.  
 As soon as copies of the Army forms are available this  
 Committee will meet and attempt to swing Air Force and  
 Navy into line.

25X1

- (7) New Building Project [ ] 25X1  
*consumed in the rewritten schedule.*  
 (8) Revision of Courier Receipt and Log Record [ ] 25X1  
 (9) Expediting Printing of Information Reports [ ]  
 (10) Improvement of Quality of Information Reports Production 25X1

See 1 a (3).

- (11) Proposed Revision of Security Officer Check List, Form 109 [ ]

The second draft of this form <sup>is</sup> being sent to Office of Security  
 for coordination. The new draft provides space for 2 months  
 usage.

- (12) "A" - Forms Improvement Workshop [ ] 25X1  
 Delivery of slides and prints expected today.  
 (13) Revision of Form 30, Request for Approval of Form [ ] 25X1

Form is being drastically redesigned to reflect current  
 requirements.

b. Inactive

- (1) Elimination of Transmittal Dispatch for T & A Forms [ ] 25X1  
 (2) Elimination of Transmittal Dispatches for Personnel-type Data [ ] 25X1  
 (3) Security Handling of Forms at Isolation [ ] 25X1

3. News

- (1) AMA Workshop Seminar #614-59, "Organization and Management of an  
 Effective Records Retention Program"

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- (2) The Suggestion Awards Staff has been requested to reopen a suggestion concerning a classified document tracer form to other government agencies. We feel that a need may exist for such a form. We will report on this as it develops.

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- (3) An opinion poll is being conducted among all interested agency personnel to determine the continued need for regulatory references provided in our forms indices.

If the references prove to be of value they will be retained.

If they prove to be of a marginal value they will be ~~destroyed~~ *discontinued*

25X1

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